

# TRAVEL REQUEST WORKSHEET

DATE OF REQUEST:	QTP TRIP NO.:
NAME/SSN <span style="float: right;">RANK/GRADE</span>	ITINERARY
BOQ/MOTEL PREFERENCE & PHONE (IF KNOWN)	PROCEED TIME: _____ PROCEED DATE: _____
	RETURN TIME: _____ RETURN DATE: _____
	LEAVE TAKEN IN CONJUNCTION: YES _____ NO _____
	NO. DAYS/DATES _____
RENTAL CAR YES _____ NO _____ TAXI YES _____ NO _____	POINT OF CONTACT _____
	PHONE _____
VISIT REQUEST SEND TO: _____	ADVANCE REQUESTED: YES _____ NO _____
YES _____ NO _____	PURPOSE OF TDY _____
SPECIAL INSTRUCTIONS: (Meeting at hotel, Non-contract Airline Times)	

MODE OF TRANSPORTATION

Comm Air \_\_\_\_\_ (Contract/Non-Contract)    Govt Air \_\_\_\_\_    Govt Veh \_\_\_\_\_    POV \_\_\_\_\_    Rental Car \_\_\_\_\_

LODGING RESERVATIONS MADE:

HOTEL/BOQ \_\_\_\_\_ CONFIRMATION NO: \_\_\_\_\_

RATE: \_\_\_\_\_ BOQ NONAVAIL NO: \_\_\_\_\_

PHONE \_\_\_\_\_

RENTAL CAR INFO:

COMPANY: \_\_\_\_\_ RATE PER DAY: \_\_\_\_\_

ESTIMATED COST\*

TRAVEL:	= Cost from SATO	= \$ _____	ALLOWABLE RATES:
PER DIEM:	= Cost x # of days	= \$ _____	LODGING: \$ _____
RENTAL CAR/TAXI:	= Cost x # of days	= \$ _____	M&ie: \$ _____
CONFERENCE FEE:	=	= \$ _____	
MISCELLANEOUS:	= (gas, tolls, etc.)	= \$ _____	TOTAL \$ _____
	<b>TOTAL</b>	<b>= \$ _____</b>	

DEPART FROM	AIRLINE	FLT #	TIME	DATE	ARRIVE AT	TIME

DIRECTOR OR SPECIAL ASSISTANT	MESSING DIRECTED	N-8	CNET/01A
	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____ AVAILABLE	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
SIGNATURE _____ DATE _____		SIGNATURE _____ DATE _____	SIGNATURE _____ DATE _____